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10 April 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert A. Ingram, M.D.
Director of Medical Services

SUBJECT: Psychological Testing and Other Activities
at Different Incremental Levels

REFERENCE: C/MS/DDA Verbal Request 2 April 1981

The purpose of this memorandum is to provide information on the number of tests and Psychological Services Division activities that can be performed annually at incremental position levels.

A. SEVEN POSITIONS

1. Modern Language Aptitude Test 400 tests

This one-hour test is given weekly to CT applicants and monthly to employees as required by the Agency Language School.

2. Wolfe Computer Programming and System Programming Test 300 tests

This test is designed to measure the individual's ability to analyze a problem logically, and the ability to perform the detailed steps with an extremely high degree of accuracy. This test is untimed and can take as long as eight hours to complete.

3. General Aptitude Test Battery 30 tests

This four-hour test is designed to measure an individual's aptitude for employment in the graphic arts, e.g., typesetters, printers, etc.

4. Photointerpretation Test 100 tests

This is a one-hour Image Interpretation Selection Battery given to individuals applying for positions in NPIC.

5. Counseling Services

Feedback counseling for all the above.

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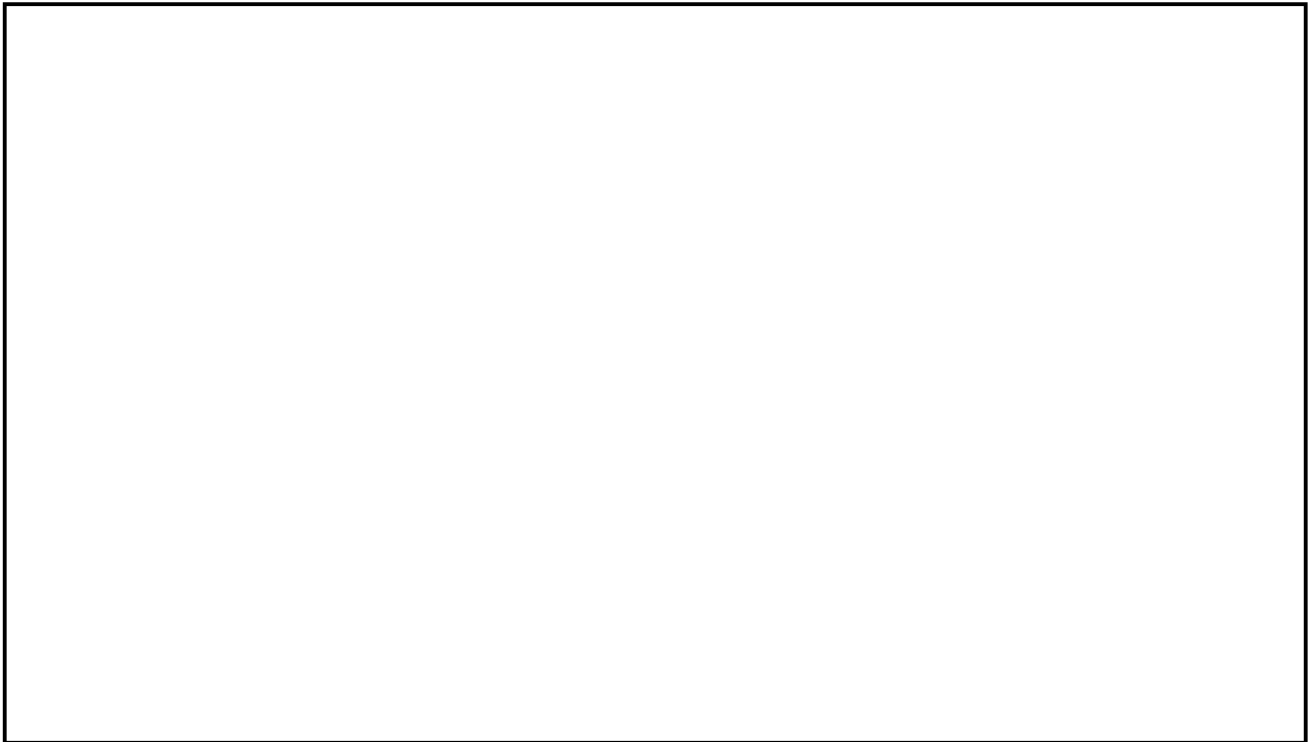
B. 11 POSITIONS

1. All of the activities as stated in paragraph A (seven positions) plus the following:

2. Professional Applicant Test Battery (I and II)

3,000 tests

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3. Feedback counseling for all of the above.

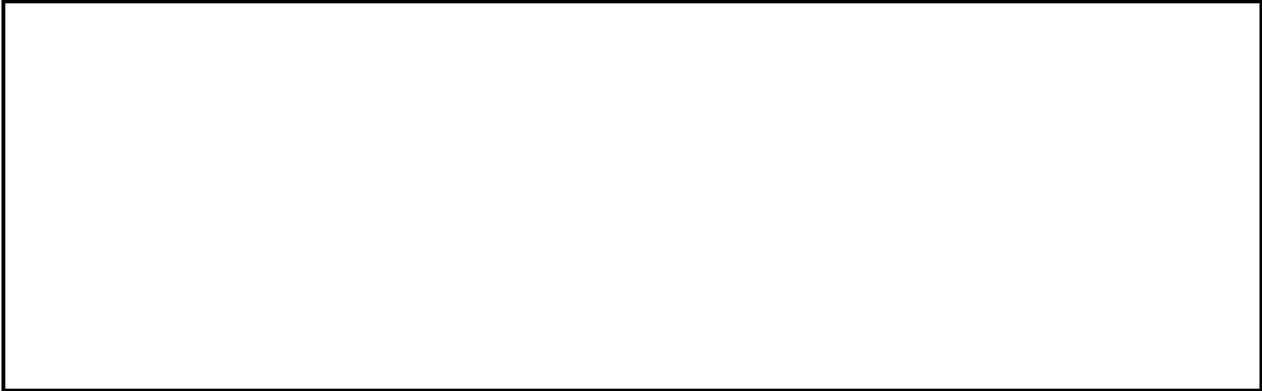
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C. 15 POSITIONS

1. All of the activities as stated in paragraph B (11 positions) plus the following:

2. Professional Employee Test Battery (PETB) and
Differential Aptitude Test (DAT) 600 tests

PETB is given to employees being considered for reassignment, advancement to higher level positions, and career planning and development. PETB takes eight hours to complete.



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3. Feedback counseling for all of the above.

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D. 19 POSITIONS

1. All of the activities as stated in paragraph C (15 positions) plus the following:

2. Intensive Assessments

500 assessments

Twelve hours are required per assessment, eight hours for the applicant and four hours for the psychologist. Intensive assessments are performed on both applicants and employees and are based to a major degree on information derived from the PTB (PATB or PETB). Other inputs to intensive assessment include: (a) various file reviews, (b) extensive personality and other supplemental testing, and (c) the results of a lengthy interview with a PSD psychologist.

3. Job Analysis and Test Validation Research

Requires three full-time positions. This is designed to identify factors critical to successful performance in a wide variety of Agency job settings. The research findings are used to validate and increase the effectiveness of PSD testing and assessment programs for personnel selection and placement purposes.

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E. 23 POSITIONS

1. All of the activities as stated in paragraph D
(19 positions).

2. Human Factor Studies

(Requires two full-time positions) These studies are requested by other Agency components (e.g., NPIC and OD&E) and vary in complexity and time of involvement. The purpose is to improve the effectiveness of complex systems consisting of people and machines and to ensure that the machines in the system are designed and engineered in accordance with capabilities and limitations of the people who must operate them.

3. Management Training Activities

Our major management training activities are our participation in the six annual runnings of the joint OTE/OMS Program on Creative Management (requires seven psychologists for four days or per running) and the ten annual runnings of the joint OTE/OMS Counseling Course (requires one psychologist per week or per running).

4. Organizational Consulting Services (excluding management training activities) Requires one full-time position.

These services are used by Agency management to study and improve the effectiveness of the Agency as a whole or any component. Such services include employee attitudinal and morale surveys.



Robert A. Ingram, M.D.

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